

Request for Supplies, Tools & Equipment Assistance

Office or Division:	Mayor's Office - Municipal Disaster Risk Reduction and Management Office				
Classification:	Simple				
Type of Transaction:	G2C - Government to Citizens				
Who may avail:	Residents, Line Agencies, Stakeholders				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Letter Request			Client		
NO.	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	1.Register in the logbook	1. Request clients to register on the logbook	None	2 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
2	2.Submit letter request addressed to LDRRMO	1. Receive request letter 2. Start Processing the request	None	3 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
3.	3.Wait for the process of the request	1.Determination of the availability/status of the Supplies, Tools & Equipment's being requested	None	10 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
4.	None	1.Scheduling of the Supplies, Tools & Equipment's being requested	None	5 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>

5.	5. Receive feedback of the status of the request	1. Inform the requesting entity of the status of their request	None	2 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
TOTAL:			None	22 Minutes	